



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HVAC INSPECTION FIELD OPERATIONS MANAGER

Job Number: 20000819

Job Code: 32660V161016

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 01/16/2010

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises field inspection operations to ensure consistent enforcement of applicable building codes, mechanical codes and referenced standards; establishes a continual training program for field staff; establishes and oversees examinations for licensure of HVAC individuals and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Shall have six years experience as a licensed HVAC Journeyman Mechanic or Master HVAC Contractor with 2 years of supervisory experience, has held a title of HVAC Inspector I or II for 3 years for the Department of Housing Building and Construction

Substitute EDUCATION for EXPERIENCE:

A bachelor's degree or an associate's degree in architecture, engineering, architectural technology, drafting and designing technology, fire science technology, engineering technology, building construction technology, heating ventilation and air-conditioning, or related field may substitute for the above experience on a year-for-year basis

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed for no less than 6 years as a journeyman HVAC mechanic or master HVAC Contractor as required by KRS 198B.6678 <http://www.lrc.ky.gov/KRS/198B00/6678.PDF> <http://www.dhbc.ky.gov/hvac/> Must maintain any required licensure(s),

certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises region supervisors and support staff of field branch. Evaluates region supervisors and support staff of field branch. Assists in the supervision and direction of all HVAC inspectors statewide. Investigates violations of the HVAC law and regulations. Checks weekly reports of region supervisors as well as the number of HVAC construction permits issued. Assists in the examination of applicants for certificates of registration as HVAC master and journeyman. Oversees the collection and deposit of fees as specified in the state HVAC law. Instructs region supervisors in changes in the mechanical code, rules or regulations, and also furnishes such information to HVAC contractors in the state. Investigates complaints and activities of field staff when needed. May consult with other departments of state government, other divisions of the department and local building departments on problems of HVAC and mechanical systems in homes, semi-public and public buildings, and industrial establishments. May review plans of HVAC and mechanical systems in new installations or alterations in food manufacturing establishments and in public and semi-public buildings.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbent will perform work in an office setting and in the field performing inspections. Travel will be required. Must be able to bend, stoop, crawl and climb to perform on-site inspections. Exposed to dangers associated with being around building construction.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.